21st CCLC Federal Program Monitoring

Refer to the last two pages of your program to determine if you are in the correct session.

2016 Coordinators' Academy

**Tiffany Frierson
Title II/IV Specialist
October 4, 2016**

<u>Disclaimer</u>:
The Coordinators' Academy has been funded with federal funds from the U.S. Department of Education; however, the content shared by VDOE and other presenters does not necessarily represent the policies or views of the U. S. Department of Education, and you should not assume endorsement by the federal government.

Monitoring Goals

Compliance with reporting requirements

Identification of needs and providing technical assistance

Financial accountability

Identify and share promising practices

Recipients Participating

- Year 1 (Cohort 15)

- Non-school Division Grant Recipients Year 2 (Cohort 14)

- Recipients with significant finding(s) from the prior year

- Approximately 50 on-site visits

- 14 grantees submitting documentation

Monitoring Consultants

John Conti

Betty Hornick

Janice Marston

Ruth Murray

Hope Trivette

Pre-Monitoring Technical Assistance Session

- **Monitoring Consultants**

- **Day 3 - October 5, 2015**

- **10:45 a.m. - 12:00 p.m.**

- **Madison Building**

- **Hanover Room**

Those submitting only documentation and not receiving a pre-monitoring visit as indicated in an email do not have to attend.

Monitoring Logistics

- Monitoring will take place in February, March, April, and May of 2017.

- Virginia Department of Education (VDOE) consultants will conduct monitoring visits and contact grant coordinators beginning in January to schedule monitoring visits.

  - 21st CCLC VDOE specialists will also accompany VDOE consultants on a few monitoring visits.

Grantee Preparation for the Monitoring Visit

Phase 1: Before the Visit

- Review the monitoring document.

- Reread the grant.

- Coordinate in advance if more than one grantee representative needs to be on-site for the interview.

Grantee Preparation for the Monitoring Visit

Phase 1: Before the Visit

- Develop and communicate a schedule for the monitoring visit with the monitor, including a break for lunch. (Lunch cannot be provided.)

- Prepare responses to required indicators.

Grantee Preparation for the Monitoring Visit
Phase 1: Before the Visit

- Gather electronic or hard copy evidence for each requirement.

- Place evidence in file box or digital folders organized by protocol question number.

Grantee Preparation for the Monitoring Visit
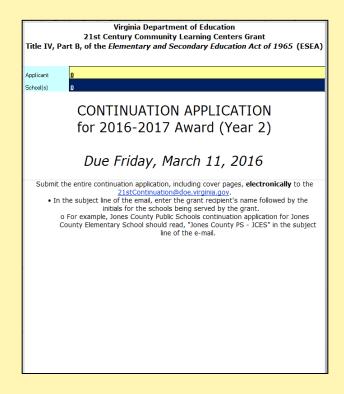## Phase 1: Before the Visit

- Do not duplicate items, create a folder for items that can be used for more than one question
  - Examples
    - Grant application
    - Program calendars
    - List of staff and their position

Grantee Preparation for the Monitoring Visit

Phase 1: Before the Visit

- Review your continuation application for the next year.
  - Due in mid-March.
  - Will describe your program for upcoming year.
  - Programmatic suggestions may be made based on monitoring findings.

Virginia Department of Education
21st Century Community Learning Centers Grant
Title IV, Part B, of the *Elementary and Secondary Education Act of 1965* (ESEA)

| Applicant: | 0 |
| School(s) | 0 |

CONTINUATION APPLICATION
for 2016-2017 Award (Year 2)

Due Friday, March 11, 2016

Submit the entire continuation application, including cover pages, **electronically** to the 21stContinuation@doe.virginia.gov.
• In the subject line of the email, enter the grant recipient's name followed by the initials for the schools being served by the grant.
o For example, Jones County Public Schools continuation application for Jones County Elementary School should read, "Jones County PS - JCES" in the subject line of the e-mail.

Grantee Preparation for Monitoring Visit

Phase 2: On-site Procedures

- Provide a location for state and grantee representatives to meet to review the evidence.

- Present documentation as it is organized according to the order of the monitoring document.

- Monitors will also want to visit the program site and observe the program.

Grantee Preparation for the Monitoring Visit

Phase 3: Follow Up

- Provide additional documentation as requested by VDOE staff or consultants within the requested timeline. (10 days)

- Following the visit, divisions will receive a letter indicating whether the division was in full compliance, or whether there are areas of non-compliance.

Monitoring Protocol

- Five sections

  1. Grantee Information

  2. Operational Information

  3. Grantee Compliance – 42 Requirements

  4. Summary

  5. Grantee Compliance – Previous Findings

Monitoring Protocol

- Grantee Compliance

  - 42 Requirements – 6 Sections

    - Effective Programming

    - Organizational and Fiscal Management

    - Program Staffing and Professional Development

    - Partnerships

    - Health, Safety and Nutrition

    - Program Evaluation

Protocol Design

Effective Programming

Requirement	Required Documentation	Requirement Met?	Comments
1. The grantee is conducting outreach to eligible participants as described in the original grant application (or approved amendments). Provide documentation of approved amendments.	• Grant application • Documentation of outreach activities (e.g. letters of invitation, press releases, program fliers, informational notices to school staff)	☐ Yes ☐ No	
2. The grantee has identified and/is serving eligible students consistent with the original grant application (or approved amendments). Provide documentation of approved amendments.	• Grant application • Participation eligibility criteria • Data spreadsheet highlighting students' needs for services	☐ Yes ☐ No	
3. The grantee is providing services to the number of students (ADA/AWA) described in the original grant application (or approved amendments). Provide documentation of the approved amendments.	• Registration forms • Attendance spreadsheet with program dates • Written attendance policy • Average weekly attendance (AWA)	☐ Yes ☐ No	AWA

Protocol Points of Interest

- Section Two - Operational Information
- Section Three - Grantee Compliance

Effective Programming	
Protocol page	Question number
6	2, 3
7	4, 5
8	6
9	8, 9

Protocol Points of Interest

Effective Programming	
Protocol page	Question number
10	10, 11
11	12, 13, 14
Organizational and Fiscal Management	
12	15, 16, 17
13	18, 19

Protocol Points of Interest

Organizational and Fiscal Management	
Protocol page	**Question number**
14	20, 21
Program Staffing and PD	
15	24
16	25
17	27, 28

Protocol Points of Interest

Partnerships	
Protocol page	Question number
18	29
Health, Safety, and Nutrition	
19	30, 31
20	32
21	33, 34

Protocol Points of Interest

Program Evaluation	
Protocol page	Question number
22	36, 37, 38
23	39, 40
24	41, 42

- Section Four - Summary
- Section Five - Grantee Compliance - Previous Findings

Corrective Action Plan

- Required for any grantee with findings

- Detail how findings will be corrected

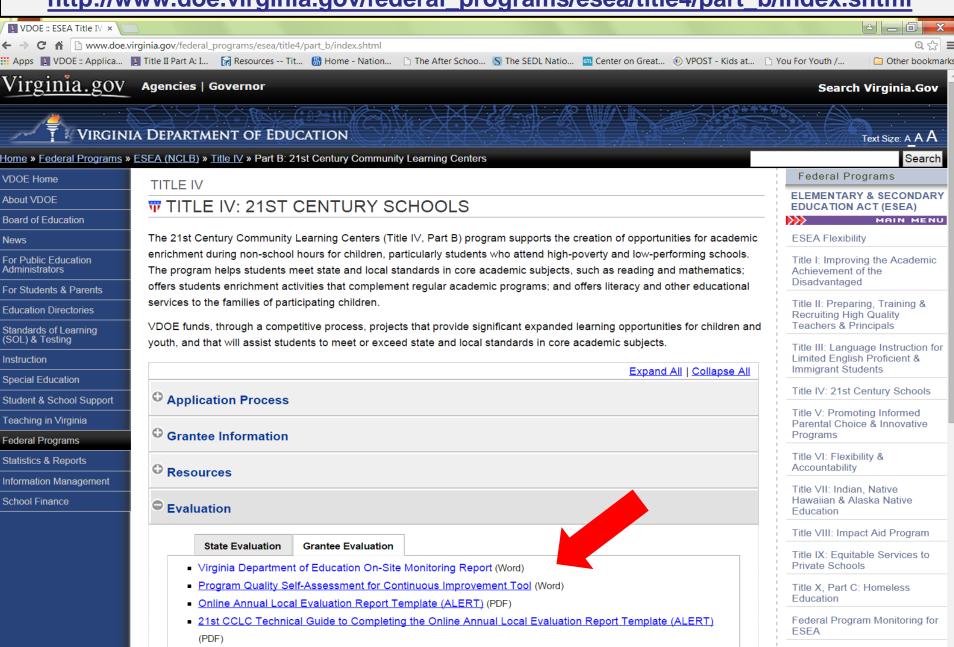- Findings for 2 years – State Guided Corrective Action

Questions

http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

VDOE :: ESEA Title IV

www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml

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VIRGINIA DEPARTMENT OF EDUCATION   Text Size: A A A

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School Finance		

The 21st Century Community Learning Centers (Title IV, Part B) program supports the creation of opportunities for academic enrichment during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local standards in core academic subjects, such as reading and mathematics; offers students enrichment activities that complement regular academic programs; and offers literacy and other educational services to the families of participating children.

VDOE funds, through a competitive process, projects that provide significant expanded learning opportunities for children and youth, and that will assist students to meet or exceed state and local standards in core academic subjects.

Expand All | Collapse All

⊕ **Application Process**

⊕ **Grantee Information**

⊕ **Resources**

⊖ **Evaluation**

State Evaluation | Grantee Evaluation

- Virginia Department of Education On-Site Monitoring Report (Word)
- Program Quality Self-Assessment for Continuous Improvement Tool (Word)
- Online Annual Local Evaluation Report Template (ALERT) (PDF)
- 21st CCLC Technical Guide to Completing the Online Annual Local Evaluation Report Template (ALERT) (PDF)

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